

**MEETING MINUTES  
BOARD OF SELECTMEN  
April 26, 2016**

**Present:** Anthony Vegnani, Chairman, John Danehey, Maura Curran, Shawn Harris, Martin O'Toole

Patricia Vinchesi, Town Administrator

The Meeting was called to order at 7:03 p.m.

**Acceptance of Agenda**

**Mr. O'Toole made a MOTION to accept the agenda for April 26, 2016. Second by Danehey, all in favor. Unanimous vote (5-0).**

**Walk In**

Gail Meehan, 16 Barry's Landing sent an email to the Board of Selectmen she is trying to get a mooring here in Scituate since 2003. On the list 2003-2007 and was removed from the list. Ms. Meehan claimed she was on the list and taken off then but is now back on the list. Ms. Meehan feels things are not going well with the Harbormaster's office. She is not on the mooring list currently. Ms. Meehan feels the mooring regulations are not clear and should be looked at to resolve. Mr. Danehey asked an audience member if she was videotaping the meeting and she said she was. Mr. Danehey said the person has to disclose that she is videotaping the meeting in order to do so. The Selectmen said she could view the meeting on You Tube SCTV also. Mr. Vegnani asked Ms. Meehan to get in touch with the Town Administrator to discuss her situation.

**REPORT OF THE TOWN ADMINISTRATOR**

- **Public Facilities Update** – The Public Building Commission will be arranging public visits to the buildings in the near future. Things are progressing nicely.
- **Coastal Update** – There is a meeting Thursday evening at the Scituate High School Cafeteria at 6-8 pm. This is phase 1 of a two phase process to discuss Coastal Erosion. Mr. Vegnani will be the moderator for the session. Ms. Vinchesi encourages the public to attend.
- **General Update** –  
On May 5<sup>th</sup> there will be a Board & Committee Open House at Jenkins School 7-8:30 p.m.  
Scituate Harbor Cultural District Launch will be the official kickoff and an event for Town officials at 6 p.m. at the Inn at Scituate Harbor. This will be held May 6, 2016 along with the Arts Walk and First Friday in the Harbor. There will be an auction at 6:45 p.m. The Town has to raise matching grant money and this is the inaugural event. The posts are up for the Cultural District signs and the signs themselves will be mounted soon. Bob Serino was one of three individuals who worked very hard to put this application together for the Town and submit to the state. Bob was one of the driving forces and was scheduled to be the MC. Mr. Serino passed away last week and will be honored at the event. He is a lovely

man who cared very deeply about the Town. We are looking at ways to remember his legacy. His wife made a donation to the district in his name.

- **FEMA Maps Update** – The methodology was not applied Town wide. We offered FEMA to work collaboratively with Woods Hole Group so the maps would be correct. The Town was notified last Wednesday that FEMA was going to issue the letter of final determination. It looks like we will receive the letter on May 4, 2016 which puts us as a drop dead date of October. If we believe there are still errors on the maps we have to file a letter of revision. Ms. Vinchesi spoke with Senator Warren’s office today about this whole process and this is not a level playing field. The deadlines and time tables received from FEMA were unreasonable such as responding within 30 days from receipt of the maps. The Woods Hole group is looking at maps for all three communities and will give us a proposal as to the cost of filing with FEMA after the maps are accepted. Dave Ball will be working with the Coastal Coalition on this and residents must pay their insurance premiums. We need to educate Town Meeting about accepting these maps so we do not lose national flood insurance. The process is not ended but this is where we are now. It is a very complex and technical process. Once we receive the letter next week the 6 month time clock starts.

Mr. Vegnani said do not let your insurance lapse and the Town needs to move forward with the maps we have now so we do not lose flood insurance. We need to educate the population. Mr. Vegnani thanked the Town Administrator and staff for all their hard work.

Sean Anderson, our new Water Superintendent, was introduced to the Board of Selectmen. Mr. Vegnani welcomed Mr. Anderson to the Town. Mr. Anderson has been in the water industry over 20 years.

Mr. Vegnani asked if any change orders of late. Ms. Vinchesi said none at this time.

### **SCHEDULED ITEMS:**

**Scituate Recreation Disclosures**, Maura Glancy, Co-Director, Scituate Recreation

**Move that the Board of Selectmen, as required by Massachusetts**

**G. L. c. 268 a, we have reviewed the disclosure forms from the following municipal employees who seek to provide personal services to Scituate Recreation. The exemption under section §20 (b) is approved for the following municipal employees:**

**Kathleen McCarthy- high school teacher for Scituate Public Schools, Director of Summer Little People for Scituate Rec.**

**Andrew Barlow- Jr. high school teacher for Scituate Public Schools, Director of Morning Adventure Program for Scituate Rec.**

**Brian Hurcombe- high school teacher for Scituate Public Schools, Director of Young People Day Program for Scituate Rec.**

**Brian Stewart Jr.- track coach for Scituate Public Schools, Director of Nautical Mile for Scituate Rec.**

**Craig Parkins- high school teacher for Scituate Public Schools, Director of Summer Baseball program for Scituate Rec.**

**Christine Kane-elementary/Jr. high school teacher for Scituate Public Schools, Director of Youth All Star Program for Scituate Rec.**

**Cassandra McNamara- Jr. high school teacher for Scituate Public Schools, Director of Tween All Star Program for Scituate Rec.**

**Matthew Poirier-elementary school teacher & varsity basketball coach for Scituate Public Schools, Director of Basketball program for Scituate Rec.**

**Trevor Schattgan- jr. high school teacher for Scituate Public Schools, Director of CIT program for Scituate Rec.**

**Robert Sanderson- Widows Walk Golf Pro/ Recreation golf instructor.**

**Motion by Ms. Curran Second by Mr. Harris Unanimous Vote (5-0)**

Ms. Glancy said they are settling in to their new location at the Jenkins School.

**Library Foundation Update**, Les Ball, President, Scituate Library Foundation and Ginny Ayers, Vice President

The Scituate Library Foundation has received pledges in the amount of \$979,612.

The Foundation is giving the Selectmen a donation in the amount of \$100,000 to the Town of Scituate. Mr. Vegnani wanted to recognize and thank the group and the amount of creative fundraising done by the Library Foundation. Mr. Ball said there 150 donors and provided a list of donors to the Board. There were a lot of hours spent by the foundation members to raise money for the new library. The Foundation is working on a memo of agreement and will not name an asset until 50% of the donation is received. There are four signature lines and one of them is a Selectmen's signature. Mr. Vegnani said yes the Selectmen will sign the donation documents. There was a recent article in the Scituate Mariner about the fundraising campaign and a series of other events are being scheduled for publication in the Mariner. A brochure was given to the Selectmen titled "Building for the Future" outlining the donation options. The foundation is on Social Media and they are beginning to do some signage for join the 1,000

homes building for the future. Lawn signs are in and will be displayed at the upcoming run for Scituate. The 1,000 homes program is designed for the 30-50 year old citizen to donate \$20 a month for four years. The goal is to enlist another 500 members. Neighborhood parties are being held as fundraisers around the community. The foundation has solicited donations from 6-7 businesses already and there are a number of others considering a donation. Other foundations are being reviewed for donations to the library such as GE which will be moving to Boston. There will be a lot of wine and cheese events and a library grand gala fundraiser. The goal is in one year to raise a significant amount of money toward the library. Mr. Vegnani thanked the foundation members again for all their hard work. Ms. Curran thanked the foundation members for all the work they are doing and welcomed the new members. Mr. Danehey said the foundation has covered a lot of bases and suggested a golf outing as a fundraiser. There were a lot of unforeseen costs in the construction of the library but the library is still under budget. Mr. O'Toole said based on what was done and the plans in place it looks like the foundation will reach their goal. Mr. Harris said some people had their doubts in the beginning but the foundation has proved them wrong. This is very exciting and Mr. Harris thanked all those involved. The foundation is grateful for every single gift received.

**Scituate Harbor Yacht Club (SHYC) Outdoor Entertainment Permit**, Maureen Ray,  
Manager, SHYC

**Move that the Board of Selectmen approve a one day entertainment license on:**

- Saturday, May 14, 2016 from 6 - 11 p.m. for a band inside tent on the lawn
- Sunday, May 29, 2016 from 6 - 11 p.m. for a band inside tent on the lawn
- Fridays - June 24, July 1, July 29, August 19, 2016 from 7 - 9 p.m. for a Raw Bar Night with a guitar player & singer on the back deck
- Saturday, June 25, 2016 from 2 - 8 p.m. for a marina party with a guitar player & singer on the back deck
- Saturdays - July 2, July 15, July 30, August 6, and August 26 from 6:30 - 8:30 p.m. for Summer Concerts on the lawn
- Monday, July 4, 2016 from 12 - 4 p.m. for Country Line Dancing on back lawn with I-Pod music & speakers
- Friday, July 8, 2016 from 7:00 - 9:00 p.m. for Country Line Dancing on back lawn with I-Pod music & speakers
- Wednesday, July 13, 2016 from 5:30- 7:30 p.m. for a Pool Party with a DJ by the pool
- Friday, July 22, 2016 from 7 -10:30 p.m. for a Deck Party with a band on the back deck
- Friday, August 5, 2016 from 5 - 10 p.m. for a Luminaria Party with a DJ inside the Tent
- Wednesday, August 10, 2016 from 5:30 - 9:00 p.m. for a Fashion Show with announcer under the tent
- Saturday, September 3, 2016 from 7 -10:00 p.m. for Labor Day Dance inside tent with guitar player & singer on the back deck

**Motion by Mr. Danehey Second by Mr. O'Toole Unanimous Vote (5-0)**

MAPC Parking Study, Mark Thompson, Traffic Rules & Regulations

Lt. Thompson reviewed the parking plan with the Board of Selectmen. Ms. Curran asked if the merchants were notified and Lt. Thompson said yes they were. Mr. O'Toole has discussed this with businesses in the harbor and they are in support of this plan. There are overnight parking needs in the harbor. Ms. Vinchesi said that the Traffic Rules & Regulations has looked at this and there would be a parking fee to park there. The permitting system could be implemented. Changing traffic patterns would create a better flow. Ann Burbine, Pennycross Road has always been concerned with the two way traffic in the back of the parking lot in the harbor in front of the gazebo. In front of the movie theater there used to be a bus stop. Lt. Thompson said it is currently a fire lane. Keith Walo, 200 Country Way asked if the group took into consideration the tides. Lt. Thompson said yes and if there is tide there, there are fewer vehicles in the lot. Mr. Danehey suggested the fee for penalties should dissuade people from parking there outside of the guidelines. Ms. Curran asked if the pedestrian crossing was measured out. Lt. Thompson said the curb cut was there so it was a natural place for the pedestrian crossing.

**Move that the Board of Selectmen approve the recommendations from the Traffic Rules & Regulations Committee and outlined in the MAPC Parking Study. Motion by Mr. O'Toole Second by Mr. Danehey Unanimous Vote (5-0)**

**DPW Projects**, Kevin Cafferty, DPW Director

1. Phase 3A Water Main Contract

Mr. Cafferty said CJP could start in a month. The Selectmen are concerned more roads in disrepair before we fix the roads that are already in need of paving.

Move that the Board of Selectmen award the contract for Phase 3A of the water main rehabilitation project to CJP & Sons Construction Company, Inc. of Millis, MA for an amount not to exceed \$3,353,461.44. Motion by Mr. O'Toole Second by Mr. Danehey Mr. Harris abstained from voting Vote in favor Curran, Vegnani, Danehey, O'Toole Motion passes (4-0)

Ms. Curran and Mr. Danehey said Summer Street was unacceptable and not done well at all. The finished project is not a good job. Mr. Cafferty said he would go out and take a look at it. The contractor has not been paid yet for the Summer Street job.

## 2. 2016 Road Paving Projects & Timetable

Below please find a list of paving projects for 2016

Grinding will continue through the end of this week and paving will begin next week. Sidewalk work on Glades and Hatherly Road will be done.

### Edge to Edge Roadway Repair

First Parish Road (Grove Street to Country Way)

Grind and overlay roadway base:

First Parish Road (Bell Tower Lane to RR Tracks)

Requires drainage and sidewalk improvements

This will be a multi-year project

Temporary road repairs will be made (overlay on bad areas)

Glades Road (Gannett Road to Baileys Causeway)

Includes new sidewalk and granite

Hatherly Road (First Ave to Egypt Beach Road)

Includes resetting existing curb and repaving sidewalk

Water Trench to be ground and overlaid

Country Way (First Parish to Huey Road)

Summer Street

Lawson Road

Branch Street

Curtis Road

Captain Peirce Road

Cudworth Road

Elm Street

Collier Ave

**Board & Committee Handbook**, Patricia Vinchesi, Town Administrator & Lorraine Devin, Assistant to the Board of Selectmen

Ms. Vinchesi said Ms. Devin has pulled together a Board & Committee handbook that was given to the Board of Selectmen for review. Guidelines were not provided to the Boards and Committees in Scituate and there is a need for this. Ms. Vinchesi asked that the Selectmen review the package and provide any feedback to Ms. Devin by the end of the week. The handbook will be on the next agenda for approval.

### **NEW BUSINESS:**

1. One Day Entertainment Permit:

- a. **Move that the Board of Selectmen approve a one day entertainment license to have one acoustic performer on the TK O'Malley's sidewalk on Friday, May 6, 2016 from 5 p.m. – 9 p.m. for the Scituate Harbor Art Walk. Motion by Mr. Danehey Second by Mr. O'Toole Unanimous Vote (5-0)**

2. **One Day Beer & Wine Licenses:**

**Move that the Board of Selectmen approve a One-Day Wine & Malt licenses to:**

- **Kate's Table Catering for an annual fundraiser on May 14, 2016 from 6 p.m. to 10:30 p.m. at INLY School, 46 Watch Hill Drive.**
- **Taylor Made Bartenders for a fundraiser on April, 29, 2016 from 4:30 - 7:30 p.m. at the Scituate Maritime Center**
- **Taylor Made Bartenders for a bridal shower on June 18, 2016 from 3:00 - 7:00 p.m. at the Scituate Maritime Center**
- **Taylor Made Bartenders at the Inn at Scituate Harbor on May 6, 2016 from 4:30 - 9:30 p.m.**

**Motion by Mr. Danehey Second by Mr. Harris Unanimous Vote (5-0)**

3. **Board & Committee Appointments:**

- a. **Move to appoint Stephen Mone, Harbormaster as the Deputy Shellfish Constable for a term of one year or until a successor is named. Motion by Mr. Danehey Second by Mr. Harris Unanimous Vote (5-0)**
- b. **Move to approve Kathy Downing as an Election Poll Worker, Inspector and Clerk for 2016. Motion by Mr. Danehey Second by Mr. Harris Unanimous Vote (5-0)**

4. **Set Poll Hours** Annual Town Election May 21, 2016

Kathy Curran, Town Clerk recommends poll hours be set at 8 a.m. to 6 p.m. Sometimes the polls are open until 7 p.m.

**Motion to set the poll hours for the Annual Town Election to be held on Saturday, May 21, 2016 from 8:00 AM-6:00 PM. Motion by Mr. Harris Second by Mr. Danehey Unanimous Vote (5-0)**

5. **Arbor Day Proclamation**

Ms. Curran read aloud the Arbor Day Proclamation. Arbor Day is April 29, 2016.

**OTHER BUSINESS:**

1. Correspondence  
Assessment of Coastal Erosion and Terminology  
Invitation for Chinese Reception  
Hoarding Public Meeting

2. Acceptance of Meeting Minutes

**Move that the Board of Selectmen approve the meeting minutes for the April 5, 2016 Board of Selectmen Meeting. Motion by Ms. Curran Second by Mr. Danehey Unanimous Vote (5-0)**

**Mr. Harris said the School Building Committee did a walk through at Scituate High School of the new area and it looks great.**

**Mr. Danehey said the Chambers of Commerce had a fundraiser at the Sand Hills General Store and the store looks great. It is a nice local, community store. Sunday there was a gathering to honor the 100<sup>th</sup> Anniversary of the Easter Uprising. It was a nice event and well attended for short notice. We may consider this for an annual event.**

**Mr. Harris is looking forward to the opportunity to have the America's Cup boat stop in Scituate, MA. Ms. Curran explained that the America's Cup boat is coming and a special event application was submitted to the Town to see if they could stop in Scituate. The carnival is the same weekend. There are a lot of people in Town looking to see if this is doable. Ms. Vinchesi said we are trying to pull this all together.**

**Mr. Vegnani said Spring Sports are here and go and support the teams. Mr. Vegnani thanked the people that attended the meeting. It was rather disappointing at the low number of residents that attended and something we need to start talking about in the future. Big picture we need to see what can be done to improve attendance. Ms. Vinchesi said it is Nancy Holt's birthday. The Board wished Nancy a Happy Birthday.**

3. Adjournment and Signing of Documents

**EXECUTIVE SESSION:**

**Mr. Vegnani stated that the Board of Selectmen would move into Executive Session since open session will have a detrimental effect on bargaining and the Board will not reconvene in open session.**

**Move that the Board of Selectmen move into Executive Session to**

- 1. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body – Fire.**

**And**

- 2. To discuss the deployment of security personnel or devices or strategies with respect thereto. – Clemens**

**Motion by Mr. Danehey Second by Mr. Harris Unanimous Vote (5-0)**

**Roll Call Vote to move into Executive Session at 9:08 p.m.**

**Mr. Vegnani yes**

**Mr. Danehey yes**

**Ms. Curran yes**

**Mr. Harris yes**

**Mr. O'Toole yes**

Respectfully Submitted,

Lorraine Devin, Recorder

List of Documents for Board of Selectmen Meeting April 26, 2016

- Agenda
- Upcoming Meetings & Events
- Town Administrator Items Pending
- Scituate Middle School Project Monthly Progress Report – Daedalus
- FEMA Letter of Final Determination received via email
- Disclosure Forms for Municipal Employees for Scituate Recreation Summer Employment
- Scituate Library Foundation Financial Summary, Donor List, Memorandum of Understanding and Marketing Plan
- One Day Outdoor Entertainment Permit for TK O’Malley’s 5/6/16
- One Day Outdoor Entertainment Permits for Scituate Harbor Yacht Club
- MAPC Harbor District Parking Recommendation from Traffic Rules & Regulations
- Contract for Phase 3A of the water main rehabilitation project
- Road Paving Projects
- Draft Board & Committee Handbook
- One Day Wine & Malt License Requests
- Board & Committee Appointments Stephen Mone Deputy Shellfish Constable and Election Worker Kathy Downing
- Poll Hours for the Annual Town Election
- Arbor Day Proclamation
- Correspondence: Sister City Project, Hoarder Taskforce event “In Pursuit of a Life Less Cluttered” flyer,
- Board of Selectmen meeting minutes for approval April 5, 2016